

POSITION DESCRIPTION					(Please Read Instructions on the back)			Cybersecurity Category		1. Agency Position No DOI 511		
2. Reason for Submission NEW		3. Service		4. Employing Office Location		5. Duty Station			6. OPM Certification No			
Explanation		7. Fair Labor Standards Act Non Exempt			8. Financial Statements Required				9. Subject to IA Action YES			
		10. Position Status Competitive		11. Position is NON-SUPERVISORY		12. Sensitivity 1 - Nonsensitive/Low		13. Competitive Level Code		14. Agency Use		
		15. Drug Test Required NO					16. ADP Status NO					
17. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade	Initials	Date
a. Office of Personnel Management												
b. Department, Agency or Establishment		Financial Specialist				GS		0501		11	W.H.	10/14/2004
c. Second Level Review												
d. First Level Review												
e. Recommended by Supervisor or Initiating Office												
18. Organizational Title of Position (if different from official title)						19. Name of Employee (if vacant, specify)						
20. Department, Agency or Establishment U.S. DEPT. OF THE INTERIOR						c. Third Subdivision						
a. First Subdivision U.S. GEOLOGICAL SURVEY						d. Fourth Subdivision						
b. Second Subdivision						e. Fifth Subdivision						
21. Employee Review- This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)						
Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.												
a. Name and Title of Supervisor Mark Sogge, Acting Deputy Director, USGS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)						
Signature /s/ Mark Sogge				Date 07/30/2015		Signature				Date		
23. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						24. Position Classification Standards Used in Classifying/Grading Position GS-500, JFS for Prof and Admin Work in the Acctng and Bdgt Grp						
Typed Name and Title of Official Taking Action Winford Hooker, Program Manager, Position Classification & Pay Policy, DOI						Information for Employees The standards and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S Office of Personnel Management.						
Signature Winford Hooker /s/				Date 10/14/2004								
25. Position Review		Initials	Date	Initials	Date		Initials	Date	Initials	Date	Initials	Date
a. Employee (Optional)												
b. Supervisor												
c. Classifier												
26. Remarks												
27. Description of Major Duties and Responsibilities (See Attached)												
NSN 7540-00-634-4265			Previous Edition Usable			5008-106			OF 8 (Rev. 1-85) U.S. Office of Personnel Management FPM Chapter 295			
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0501,Financial Specialist,GS-11

Based on PD Tracking Number 0002165

PD Tracking Number 0002167

Department of the Interior Standardized Position Descriptions for Bureau Headquarters Level Positions.

Introduction

The purpose of this position is to perform financial management work relating to the financial activities of the Bureau.

Major Duties

The employee performs a variety of duties such as the following:

- planning and conducting financial management studies that involve the analysis of interrelated administrative processes; e.g., budgetary, financial, procurement, and property management functions;
- recommending adaptation of established procedures to eliminate problems or improve the operations under study;
- reviewing and evaluating financial systems for effectiveness of internal controls and integrity of the organizations financial information;
- analyzing processing flows, integration of external system interfaces, and internal subsystem modules,
- reviewing data in reports and financial statements and identifying abnormal trends and control weaknesses;
- reviewing and analyzing financial reports generated by the system, identifying problems and discrepancies, and determining if adjustments or corrections are required;
- participating in the preparation of recurring financial management reports, statements, and supporting justifications by performing problem analysis, ensuring data integrity and consistency, preparing related financial documentation, and adapting financial management procedures to satisfy reporting requirements; and/or
- evaluating financial system software by preparing test scenarios for new releases, enhancements, and existing features of the software, and by conducting actual testing and documenting results.

Factor 1, Knowledge Required by the PositionLevel 1-7, 1250 points

This position requires:

extensive knowledge of, and the ability to apply financial management concepts, principles, and techniques;
extensive knowledge of financial management operations;
knowledge and skill to apply new developments in financial management concepts and techniques to changing programs;
ability to work in a team, including the ability to plan and schedule work, define and streamline processes, produce results, and direct and develop team members; and
complete knowledge of the Department-wide financial system and reporting requirements of other agencies, e.g., GAO, OMB, and the Department of the Treasury.

sufficient to:

plan and conduct financial studies and write reports;
conduct financial reviews, determine compliance with generally accepted accounting and financial management principles and standards, and identify problems;
identify problems and improve financial management efficiency and effectiveness; and
satisfy financial management reporting requirements and correct internal control weaknesses.

Factor 2, Supervisory ControlsLevel 2-4, 450 points

The employee works under the supervision of a supervisor in the Bureau finance office, who outlines objectives. Typically, the supervisor and employee, in consultation, discuss time frames, assignment scope, and possible stages and approaches.

The employee:

determines the most appropriate principles, practices, and methods to apply in all phases of assignments;
interprets regulations on his/her own initiative;
applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems;
resolves most of the conflicts that arise; and
keeps the supervisor informed of progress and of potentially controversial matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or expected results, and adherence to requirements. Proposals and recommendations are evaluated for reasonableness and utility within the accounting structure and program operation.

Factor 3, GuidelinesLevel 3-3, 275 points

Guidelines include OMB, GAO, Interior, and bureau directives, circulars, and precedent-setting decisions.

The employee:

independently selects, interprets, and applies the guides;
modifies, adapts, and makes compromises to meet the requirements of the assignment; and
exercises judgment in applying standard accounting and financial management practices to new situations and relating new work situations to precedent ones.

Factor 4, ComplexityLevel 4-4, 225 points

Work involves applying many different and unrelated processes and methods to a broad range of activities.

The employee:

solves financial management problems in particularly difficult and responsible circumstances;
advises financial managers and program managers on financial policy and
procedures;
recognizes problems with the existing accounting system, recommends changes, and integrates
or implements improvements developed in-house or elsewhere; and
prepares and directs the preparation of a number of regulatory and special purpose management
financial or statistical reports, ensuring that they are accurate and timely.

The employee must be adept at conceiving new strategies for the solution of accounting problems
in an environment characterized by complex and variable programs supported.

Factor 5, Scope and EffectLevel 5-3, 150 points

Work may involve:

identifying financial management problems in the automated accounting system; e.g., inadequate
maintenance of funds control, inadequate records and reports, and/or improper methods of
document control;
reconciling automated financial data; and/or
analyzing internal controls.

Work affects:

organizational compliance with regulatory requirements;
the availability of accounting data; and/or

the efforts of senior accountants who manage the operation of the automated system.

Factor 6, Personal Contacts and Factor 7, Purpose of Contacts Level 3B, 110 points

Contacts are with officials of the Department and bureaus, the Department of Treasury, OMB, and private firms. Some contacts are not routine and depend on events that are sometimes not predictable. The contacts vary with respect to purpose. Ground rules for conducting the contacts likewise vary,

The purposes of contacts are to plan, arrange, coordinate, or advise on work efforts, arrange for meetings to obtain information, and, as required, to obtain data to verify questionable items.

Factor 8, Physical Demands Level 8-1, 5 points

The work requires no special physical demands. It may involve some walking, standing, bending, or carrying of light items such as files, computer reports, or office supplies.

Factor 9, Work Environment Level 9-1, 5 points

Work is performed in an office setting with adequate light, heat, and ventilation. Travel is required.

TOTAL POINTS: 2470

GRADE CONVERSION: GS-11